

7123 - LOG CABIN EMPLOYMENT SPECIALIST/JOB COORDINATOR

NATURE OF WORK

Employees in this classification are responsible for training, counseling and matching client knowledge skills and abilities in preparation for obtaining and maintaining community employment; fostering cooperative interaction between the program and local commerce through the education of potential employers in the community, as to the benefits of hiring the developmentally disabled and maintaining job placement that is satisfactory to both employee and employer and supervising additional personnel involved in supported employment, i.e. job site supervisor on mobile work crew and enclave. Work is reviewed through individual consultations and weekly staff meetings.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Trains and reviews job readiness skills such as grooming, punctuality, on-task behavior, following directions, etc.

Trains on-site which involves learning the complete job task analyzing and training the client in the job components when employer permits.

Counsels to first determine clients readiness and willingness for employment.

Counsels with client's family or immediate support system to assess degree of cooperation necessary to succeed.

Arranges and problem solves with regard to transportation to and from job site.

Develops suitable individual jobs through counseling, observation and staff input.

Contacts a variety of local businesses and introducing them to the concept of supported employment.

Assesses and obtains job match following through with necessary verbal contacts and written communication with parties involved in the supported employment process.

Monitors client progress on the job which entails on-site observations and communication with employers and occasionally co-workers.

Communicates with support service providers as needed basis.

Analyzes problems/solutions "trouble shooter" for clients having difficulties in individual placement as well as those being supervised on enclaves or mobile work crews.

Transports clients to obtain necessary clothing or uniforms required by employer.

Attends and participates in agency meetings, seminars, workshops.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of education and training practices, methods, and techniques, particularly as they apply to the training and employment of mentally and emotionally handicapped persons.

Knowledge of the special needs of the mentally and emotionally handicapped.

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Athletic skills may be required for the teaching of recreational programs.

Ability to communicate effectively, both verbally and in writing, to individuals and to groups.

Ability to establish and maintain effective working relationships with clients, staff, other employees, and the general public.

Ability to maintain records and to prepare reports from such records.

MINIMUM REQUIREMENTS

Bachelor's Degree in Education, with course work in Special Education, and some experience in teaching the mentally and/or emotionally handicapped; or Associate Degree in a related field and experience in training or teaching the mentally and/or emotionally handicapped; or considerable related experience. Experience must include employability skills training and job placement activities. Experience can substitute for education on a year-for-year basis.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

Work is assigned by Program Director. Work is reviewed through individual consultations and weekly staff meetings. Incumbents exercise some degree of independent judgement, particularly in classroom situations.

SUPERVISION EXERCISED

Usually none. However, incumbents do exercise supervision over clients in their care.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record. Must possess, or be able to obtain, a Florida Chauffeur's license.

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